Purchase: 2013-14(SL)                                      February 6, 2014

CORRIGENDUM

The date for submission of Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’ has been extended up to February 13, 2014 by 3:00 PM due to administrative reasons and date of opening the offers shall be on February 14, 2014 at 11:00 AM at ICSI-HQ.

Other terms & conditions of Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’ dated January 24, 2014 remains the same.

The bidders may take note the above changes.

Date: February 6, 2014                                         (B PRADHAN)
                                                        JOINT DIRECTOR
Sub: Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’

Dear Sir,

The Institute of Company Secretaries of India is a statutory body set up by an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at “ICSI House” 22 Institutional Area Lodi Road New Delhi-110 003.

The Institute proposes for ‘Supply of Oracle Apps User (ERP) Software Licenses’ as per enclosed quotation document and accordingly sealed quotations are invited as stated in the said document.

The sealed quotations is to be sent to Shri Sutanu Sinha, Chief Executive, The Institute of Company Secretaries of India, by name at the Institute’s Headquarters in the envelope super scribing Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’ due on February 3, 2014.

Thanking you,

Yours faithfully,

(Bhubanananda Pradhan)
Joint Director
Sealed quotations are invited by the Institute of Company Secretaries of India (ICSI), a statutory body under an Act of Parliament. It is functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India with its headquarters located at “ICSI House” 22, Institutional Area, Lodi Road, New Delhi-110 003 for Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’ as per details given in the “Part-C” of the quotation document. The terms and conditions governing the instant quotation are as under:-

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’, ‘B’ & ‘C’ as their unconditional acceptance to the terms prescribed by the Institute, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.

2. Each Tenderer shall submit the offer in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in Envelop No. 1 (Please mark the envelope as “No.1 – Technical Bid”, Envelop No. 2 will contain only Part ‘C’ (Please mark the Envelope as “No.2 – Financial Bid”. Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.

3. The sealed quotation duly superscribed, “Quotation for ‘Supply of Oracle Apps User (ERP) Software Licenses’ due on February 3, 2014”, should be addressed by name to Shri Sutanu Sinha, Chief Executive, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before February 3, 2013 by 3:00 PM.
Address:
Shri Sutanu Sinha
Chief Executive
The Institute of Company Secretaries of India
ICSI House, 22, (IIIrd Floor : Tender Box)
Institutional Area, Lodi Road
New Delhi-110003

4. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5. The Technical Bid shall be opened on **February 4, 2014 at 10:30 AM** in the Institute at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.

6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer.
   The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR Institute premises (ICSI) Headquarters New Delhi and ICSI-Noida at Noida and should be inclusive of all charges/taxes.

8. Institute’s usual payment terms are 30 days upon receiving of Licenses and confirmation of same from OEM.

9. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.

10. Delivery period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week
subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

11. While Part “C” describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.

12. The quotation shall be valid for at least 90 days from the date of opening of quotations.

13. The tenderers are required to deposit an earnest money of Rs. 16,000/- (Rupees Sixteen Thousand only) for supply of Software Licenses by way of demand draft drawn in favour of ‘The Institute of Company Secretaries of India’ payable at ‘New Delhi’. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges within 60 days, after the order has been issued in favour of successful party.

GENERAL:

a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

b) The Institute reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

c) The quantities indicated in Part “C” are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have not right to claim any minimum/definite volume of business.

d) For any details/clarifications, Shri Ankur Yadav, Senior Director, IT on telephone No. 0120-4522012, may be contacted.

Date: January 24, 2014  
(Bhubanananda Pradhan)  
Joint Director
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
‘ICSI HOUSE’, 22, INSTITUTIONAL AREA, LODI ROAD
NEW DELHI 110 003

Supply of Oracle Apps User (ERP) Software Licenses

PART ‘B’ INFRASTRUCTURAL BID

1. Name and complete address of the Tendered Company

2. Tele/Fax/E-mail/Cell No. of the Tendered Company

3. Contact person’s name & residence telephone No.

4. Details of registered office, if any, along with contact person’s name and tele. No.

5. Legal status i.e. public / private limited / any other along with documentary evidence.

6. Income-Tax registration number along with documentary evidence.

7. Sales Tax registration number along with documentary evidence.

8. List of existing clients to whom software in last 1 year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)

9. Please indicate in full the following details:
   a) Turnover of the company for 2011-12 and 2012-2013 financial years (Please attach supporting documents)
   b) Escalation matrix for lodging the complaint during the warranty.

Date: Name and Signature of Bidder with Corporate Seal
PART ‘C’ Financial Bid

1. Rates Quoted should be Net Unit Rate (Unit Price + taxes + Cartage, if any) in the

2. Click here to download the excel file in which commercial details are to be provided. [Oracle license Commercial Sheet Format](in .xlsx format)

3. Format of file is placed below for reference.

4. Kindly fill the values only in blue boxes, sheet contains formula and final value will be automatically calculated

5. Kindly provide soft copy of the commercial bid in the required format (excel) in CD/USB drive along with hard copy sealed in the envelop.

### COMPANY NAME

<table>
<thead>
<tr>
<th>License Cost</th>
<th>Qty</th>
<th>Unit Cost (Exclusive Tax)</th>
<th>Total Cost (Exclusive Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oracle Payroll Employees License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Oracle Self Services HR License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Oracle HRMS License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Cost (Exclusive Tax)</td>
<td></td>
<td></td>
<td>216.00</td>
</tr>
<tr>
<td>CST @5.25%</td>
<td></td>
<td>5.25</td>
<td>11.34</td>
</tr>
<tr>
<td>Service Tax @ 12.36 %</td>
<td></td>
<td>12.36</td>
<td>26.70</td>
</tr>
<tr>
<td>Any Other Tax</td>
<td></td>
<td>1.00</td>
<td>2.16</td>
</tr>
<tr>
<td>Total Tax</td>
<td></td>
<td></td>
<td>40.20</td>
</tr>
<tr>
<td>Cost (Inclusive Tax)</td>
<td></td>
<td></td>
<td>256.20</td>
</tr>
</tbody>
</table>
### First Year ATS (Support) Cost

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Software Update Unit Cost (Exclusive Tax)</th>
<th>Software Update Total Cost (Exclusive Tax)</th>
<th>Product Support Unit Cost (Exclusive Tax)</th>
<th>Product Support Total Cost (Exclusive Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Payroll Employees License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Oracle Self Services HR License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Oracle HRMS License</td>
<td>72</td>
<td>1.00</td>
<td>72.00</td>
<td>1.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Cost (Exclusive Tax)</td>
<td></td>
<td></td>
<td>216.00</td>
<td></td>
<td>216.00</td>
</tr>
<tr>
<td>CST @5.25%</td>
<td></td>
<td>5.25</td>
<td>11.34</td>
<td>5.25</td>
<td>11.34</td>
</tr>
<tr>
<td>Service Tax @ 12.36 %</td>
<td></td>
<td>12.36</td>
<td>26.70</td>
<td>12.36</td>
<td>26.70</td>
</tr>
<tr>
<td>Any Other Tax</td>
<td></td>
<td>1.00</td>
<td>2.16</td>
<td>1.00</td>
<td>2.16</td>
</tr>
<tr>
<td>Total Tax</td>
<td></td>
<td></td>
<td>40.20</td>
<td></td>
<td>40.20</td>
</tr>
<tr>
<td>Cost (Inclusive Tax)</td>
<td></td>
<td></td>
<td>256.20</td>
<td></td>
<td>256.20</td>
</tr>
<tr>
<td>First Year ATS Total Cost (Inclusive Tax)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>512.40</td>
</tr>
</tbody>
</table>

| License # Total Cost (Inclusive Tax) | 256.20 |
| License + 1st Year ATS # Total Cost (Inclusive Tax) | 768.59 |

DELIVERY: Delhi / Noida  
Delivery Period Days:  
Validity of Offer:  
Any Special Terms (Please Specify):

Date: Name and Signature of Bidder with Corporate Seal